

## **TRAINING**

### **A. Definitions:**

1. Academic training includes training in the arts and sciences for which college or university, including area community college, credit is given and which is generally considered to be applicable toward an Associate of Arts, Bachelors, or advanced degree.
2. Vocational training includes any organized form of instruction, which provides the knowledge and skills that are essential for performing in a vocational-technical area. Such knowledge and skills may be acquired through training in an institution, on the job, by correspondence, by tutors, or through a combination of any or all of these methods.
3. Prevocational training includes any form of basic training given for the acquisition of background knowledge or skill prerequisite or preparatory to vocational training, or to employment where the primary occupational knowledge and skills are learned on the job.
4. Work-adjustment training includes any training given for any one or a combination of the following reasons:
  - a) To assist individuals with disabilities, if needed, to acquire personal habits, attitudes and skills that will enable them to function effectively.
  - b) To develop or increase work tolerance prior to engaging in prevocational or vocational training, or in employment.
  - c) To develop work habits and to orient the individual to the world of work.
  - d) To provide skills or techniques for the specific purpose of enabling the individual to compensate for the loss of functional capacity.
5. Job coaching includes, but is not limited to, intensive on-the-job training necessary to teach an employee both the job duties and job-related responsibilities, such as transportation, coworker relationships, taking breaks, and other responsibilities that assure job retention.

Some job coaching activities, such as efforts to encourage the client in medication maintenance, may take place away from the job site. These activities are justified if failure to provide them would probably result in the client being unable to maintain employment. A plan for sustainability of the job must be developed in such a case.

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6. Supported employment means competitive work in an integrated work setting with ongoing support services for individuals with the most significant disabilities (MSD) for whom competitive employment has not traditionally occurred, or has been interrupted or intermittent as a result of significant disabilities. Supported employment also includes transitional employment for individuals with chronic mental illness. It is limited to a period of 18 months, unless a longer period is established in the IPE.

- a) Integrated work setting means job sites where:
  - (i) most of the client's co-workers are not disabled and the client interacts on a regular basis, in the performance of job duties, with employees who are not disabled;
  - (ii) a setting typically found in the community in which applicants or eligible individuals interact with non-disabled individuals other than non disabled individuals who are providing services to those eligible individuals, to the extent that non-disabled individuals in comparable positions interact with other persons.  
(34CFR7(22)(12)(c) )
- b) Ongoing support services means services that are needed to support and maintain an individual with the most significant disabilities in supported employment. These services must be specified in the IPE and arranged or furnished by IVRS from the time of job placement until movement to extended services. Following movement to extended services, these are provided by one or more extended service providers or natural supports throughout the term of the individual's employment. At a minimum, these services must include twice-monthly monitoring at the work site to assess employment stability, unless it is determined in the IPE that off-site monitoring is determined to be more appropriate. If monitoring needed to maintain employment stability is provided off-site, it must, at a minimum, consist of two meetings with the individual and one contact with the employer each month.
- c) Time-limited services means services that are:
  - (i) needed to support and maintain an individual with the most significant disabilities in employment; and
  - (ii) based on an assessment by the state of the individual's needs as specified in an Individual Plan for Employment; and
  - (iii) provided for a period not to exceed 18 months, unless a longer period to establish job stabilization has been established in an IPE, before transition is made to extended services provided under a cooperative agreement between IVRS and other

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- (iv) appropriate state agencies and private non-profit organizations to ensure collaboration in a plan to provide supported employment services to individuals with the most significant disabilities.
  - d) Extended services means ongoing support services provided, after movement from VR support, by a state agency, a private non-profit or any other appropriate resource, from funds other than those received from the state or federal VR program appropriation, supported employment appropriation, or federal Special Projects and Demonstration programs.
  - 7. Customized Training - This type of training program is developed by the counselor in close cooperation with the client and the employer-trainer. A plan developed for such training is an agreement reached with a trainer to accept an agency client for training for a specific job or job family. A job analysis must be completed to develop the customized training plan.
  - 8. Drivers Training . When drivers training is necessary it must be a service that is required and integral to successfully achieve the employment goal. If there is a sliding fee schedule applied by the school, whatever is required by the school for the client participation is the amount IVRS would pay. The R-406 would then be applied to determine the level and extent of support provided. A search for comparable benefits is required.
- B. Scope of Services:** The agency may provide training services as long as those services are part of an Individual Plan for Employment. Training facilities shall be selected to meet the client's health, disability, and program needs. If these conditions can be met at a competitive cost by facilities in the state, these shall be preferred. Training facilities outside Iowa shall not be used unless they are approved for use by the VR agency in the state in which they are located.
- If the client has been in a special education program, the IVRS Counselor should carefully consider the recommendations of the IEP Team. However, the IEP Team recommendations do not obligate the counselor to fund the program they recommend. The IVRS counselor should be involved in transition planning and working with the team to understand the informed choice opportunities they can work on with the student.
- C. Agency Expectations:**
- 1. As a part of the comprehensive assessment of vocational rehabilitation needs and development of the Individual Plan for Employment (IPE), the counselor will document in an R-413 the client's ability to successfully complete the proposed training and work in the field after training is complete.

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2. The client and counselor will mutually agree on what constitutes satisfactory progress, both in the number of credit hours completed and grades earned.
3. No post-secondary training funds will be authorized for a student who owes a refund on a previous grant or is in default on any student loan, unless it has been determined that the student has made maximum efforts to work out a satisfactory repayment agreement. If the financial institution refuses to work out a repayment agreement and the counselor believes further training at the post-secondary level is necessary, the counselor and client may request approval to proceed from the supervisor.
4. No training funds may be authorized for a person who is on financial aid suspension due to failure to make reasonable progress, as defined by the school, or who has been convicted of a drug offense, during the time period defined in the Higher Education Act.
5. IVRS does not fund tuition, room and board and transportation at fifth year high school programs located on area community college campuses. IVRS may purchase tools or supplies for students in their last semester of a fifth year program if the student has demonstrated the skills to work in the occupation for which he/she has been trained. Transportation and maintenance are the responsibility of the secondary school, unless it is for the student to interview for a job in their chosen profession.

Supported Employment Services may be purchased or provided to students starting their junior year of high school as part of an IPE. The file would not be closed until 90 days post-graduation if the case has stabilized.

6. Certifications/Memberships are only considered for payment if they are required to work and/or will greatly enhance the individual's chance of obtaining employment.
7. IVRS does not fund to prepare an individual for extended (sheltered) employment.
8. Training will be provided by entities which hold appropriate levels of certification. For Community Rehabilitation Programs (CRPs) this will generally be the Commission on Accreditation of Rehabilitation Facilities (CARF), Accreditation Council for Persons with Developmental Disabilities (ACDD), or the Joint Commission on Accreditation of Hospitals (JCAH). Entities approved by the Department of Human Services as a provider of Medicaid Waiver Services for Supported Employment Services are also considered to hold proper certification. Post-secondary training institutions are generally accredited by a regional association or a trade specific organization.
9. The way the long-term follow-up for supported employment will be provided must be identified in the initial IPE. If this is not possible at the time the IPE is written, the way it will be determined must be written into the IPE.

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10. When a client is injured on a job during a customized training program or other community based training not covered by Workers' Compensation IVRS will pay for the medical care through the case services authorization process. The client may access services through his or her doctor, and medical coverage from IVRS will be at the established Medicare fee rate. IVRS funds will cover the costs that exceed the costs covered by the client's insurance or Medicaid. The rate of payment by IVRS is at the Medicare fee rate.

**D. Exceptions:** The following require an exception signed by the supervisor.

1. Exceeding the limits established in the Financial Assistance for Post-Secondary Training section.
2. Paying for D codes in a non-approved facility.
3. Not transferring a student's case file to the IVRS Counselor at the community college or Regent's Institution that the client is attending, unless previous arrangements have been made. Not transferring a case file from the IVRS College Counselor to the IVRS Counselor in the region in which the client resides when the client has not found employment immediately after graduation, unless previous arrangements have been made.
4. Requesting funding for a client who has defaulted on a student loan.
5. Paying for services for students in high school outside of the established and allowed services.
6. Providing driver's training for students in high school and for adults in need of the training.
7. Writing an employment plan with a goal of less than 20 hours per week.

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## **FINANCIAL ASSISTANCE FOR POST-SECONDARY TRAINING**

**A. Post-secondary Training:** Dollars for post-secondary training are calculated based on tuition and fee amounts, as described below, and most is authorized for tuition and fees. However, there may be some circumstances where it is more appropriate/necessary to make the authorization for other support services for post-secondary training. These must meet the regulatory requirements spelled out in item B., below.

1. Iowa and Out-of-State Community Colleges and Universities (public and private) . IVRS will pay the per credit hour fee listed on pages E-10 through E-12, for each credit hour for which the client is charged, at the school they are attending. If a four-year school is not listed, use the amounts listed for the Iowa Regents Institutions. For unlisted community colleges use the fee listed for ~~%All~~ other out of state community colleges+ This funding must not cause other ~~%free~~ money+to be lost.
2. Other Training Programs Which Qualify for Federal Financial Aid . IVRS will pay an amount equivalent to what we would pay for a person attending the Iowa Regents Institutions, limited to the full-time rate, pro-rated as necessary.
3. Training Programs Which Do Not Qualify for Federal Financial Aid . IVRS will pay the percentage rate published each spring related to the tuition and fees. When a program that qualifies for financial aid is offered in the same geographic area and the client decides to go to a program that does not qualify for financial aid, an exception is required to fund the 75% rate.
4. Continuing education courses - These do not qualify for Federal financial aid and can be funded at the percentage rate published each spring.
5. On-Line courses . The level of support will be determined by the rate established each spring.

**B. Support Services for Post-Secondary Training:** The amounts authorized for items below are calculated under item A., above, and cannot exceed the amounts that would otherwise be spent on tuition and fees, unless they have been approved as an exception by the supervisor.

1. Transportation can only be provided when and to the extent that the cost is caused by participation in a program of VR services. For example, if the client has to drive twenty miles each way to and from school, you could justify paying \$.25/mile for forty miles of transportation each day the individual goes to classes. However, you could not justify paying mileage, in lieu of tuition, if the client was not driving the miles to justify it.
2. Maintenance can only be provided to support participation in a program of VR services when the program results in extra expenses that have been incurred due to the rehabilitation plan. In some cases ~~%additional~~ costs+ may be due to the lessening of the individual's ability to earn money due to participation in a vocational rehabilitation program. It would be legitimate to authorize post-secondary dollars under the financial rule for

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maintenance in a situation where a client needed assistance and had to wait several weeks after classes started before financial aid was available.

3. Books and supplies can be provided in lieu of tuition and fees, not to exceed the financial guidelines, without an exception.
  4. Tutoring is for courses that are part of the actual degree requirements only and should only be provided when this service is not available for free thorough the school the individual is attending. Tutoring for program entrance exams (such as, SAT, LSAT, MCAT, etc.) are always exceptions to policy.
  5. Other class required extra expenses are items a class requires in addition to any books and supplies. These would include such things as paints and brushes for an art class, a camera and film for a photography class, and similar items without which the class cannot be successfully completed.
  6. Course specific fees are extra costs required to take certain courses. These fees pay for access to specialized equipment or computer programs needed to learn the subject, such as graphic communications, welding, dental hygiene, etc. The actual courses requiring these fees and the amount of the fees varies greatly from school to school.
  7. Certification and licensure fees . Certification tests that are a part of a course come under the financial limit of the tuition and fees standard. To pay more because of the cost of the tests requires an exception. Certifications and licensure fees that are not part of a course, such as the test to become an RN or bar exam, use the R-406 to determine the level of IVRS participation.
  8. Developmental Courses . Courses that are necessary to assist the student to develop the academic background necessary to attend college may be supported as long as the individual maintains satisfactory progress. These classes are typically related to math, reading, and English so that the student may achieve a minimum level of success in college coursework.
- C. Comparable Services and Benefits:** A search for comparable services and benefits is recommended for all students. A request for an exception will not be granted, except in extraordinary circumstances.
- D. Authorizations:** Write the authorization for as much of the school year as you expect the client will be attending (usually Fall and Spring). When authorizing tuition and fees you must indicate the number of credit hours and the rate per credit hour, which must agree with the figures on pages E-10 through E-12. Students at a Board of Regents institution may simply indicate full-time, if the individual is taking 12 hours or more. Authorizations not

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showing these items or exceeding the per credit hour fee for that school will be returned for correction, unless an exception has been approved.

#### **E. General Guidance:**

1. IVRS will develop with each client with whom it appears post-secondary training may occur a list of activities in the IPE that will enhance their ability to access VR service in post-secondary settings.
2. In the course of a post-secondary training program, IVRS allows an individual to drop or re-take up to 12 credit hours that were partially VR funded, without financial penalty. A program beginning with an AA degree and progressing to a BA degree is considered one program. After 12 hours dropped, the client must pay the full cost of any additional hours dropped. At Regents institutions there is no additional fee for registration over 12 credit hours per semester. (Therefore, drops are not penalized so long as the registration remains full time . 12 hours or more.)
3. If a client fails a course and needs to re-take it, see item E.2, above. There is nothing in this policy that requires the counselor to fund any hours that have been failed or dropped, but it is only used as guidance when discretion is being considered.
4. GED expenses (books, tutoring, classes, and tests) are not considered post-secondary costs. They can be paid for in the same way as other services, using the R-406, Financial Inventory.
5. If a course can be taken as a certificate program (which does not qualify for Federal financial aid) or a degree program (which would qualify for financial aid), IVRS participation will be determined using the established financial rate.
6. Paying for courses being audited are included in the 12 hour retake policy. Using this guidance, the IVRS funding of audited classes is at the counselor's discretion.
7. Waiting List: Sometimes a student may not yet be VR eligible or be on the waiting list when school starts. When the individual comes off the waiting list during the semester you may write an authorization, if .
  - a. the individual had been determined eligible for IVRS services on the day the semester starts, or relatively soon thereafter\*; and
  - b. there is an IPE calling for post-secondary training in place on the day the semester starts, or relatively soon thereafter\*

\*(NOTE: %Relatively soon thereafter+is defined as being within the period established by the school in which a person could get a refund of some of the tuition that had been paid, if they withdrew from classes. In most schools this is about three weeks into the semester.)

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If the refund period is past before eligibility is determined and the individual comes off the waiting list, the counselor may pro-rate the amount they normally would have authorized based on the number of weeks remaining in the semester.

8. Clients will not be expected to pay anything for personal assistance services, reader services, or interpreter services needed to participate in the VR program. VR will not pay for these services when it is another program's legal responsibility.
9. For IVRS purposes a medical residency is considered employment.
10. Students requiring tools and equipment to study in their specific discipline incur an extra class expense not experienced by other majors but are critical to the achievement of the IPE. In such cases tools and equipment for training should not be confused with the restriction on providing tools and equipment in regard to a job placement. These are tools and equipment required to participate in the training program. Therefore an analysis of the student's financial obligations through the use of the R-406 Financial Inventory and the availability of other resources should be completed before determining if and how much additional assistance can be offered to support the purchase of tools and equipment.

**F. Exceptions:** The following require an exception signed by the supervisor.

1. The purchase of a computer see Exceptions A-3.
2. Tutoring for program entrance exams (SAT, LSAT, MCAT, etc.)
3. **Colleges and Universities Providing Value Added Opportunities at a Cost beyond Basic Support for Individuals who Qualify for those Opportunities based upon Disability:** Students attending colleges that provide specialized services due to limitations imposed by specific disabilities receive the same tuition and fees as students who attend a Regent's Institution in the State of Iowa. Counselors may request an exception for students who attend these schools or receive specialized support services in a college setting that exceed the requirements of what colleges must provide under the American's with Disabilities Act. Exceptions can be considered when enrollment in these schools would greatly improve the likelihood for employment success due to the significant level of service and support an individual requires. IVRS Rehabilitation Counselors for the Deaf and Hard of Hearing, college counselors and others who have expertise (Transition Teams, etc) are available for guidance as needed. Examples of these types of programs include but are not limited to: Gallaudet, NTID, Beacon College (FL) and Mitchell College (CT).
4. Exceeding the 12 hours of retaken classes.

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### Rates for Tuition and Fees

For a list of current rates for tuition and fees to attend college, refer to the most current fee schedule.

## **REGENTS INSTITUTIONS**

### UNIVERSITY OF IOWA

All authorizations for tuition and fees, books and supplies, maintenance (room and board), and transportation, payable to the University of Iowa are sent Attention: Kristy Lynch Kellbach . Scholarship Office, Room 4, Jessup Hall, Iowa City, Iowa 52242. Put the client's Social Security Number on all authorizations, since it is used as the student number.

Questions about financial aids may be directed to Bob Upmeyer, VR Financial Liaison at 319/335-3950 (FAX 319-335-3060).

### IOWA STATE UNIVERSITY

Authorizations for tuition and fees are made payable to Iowa State University, Treasurers Office, Room 122, Beardshear, Ames, Iowa 50011. Authorizations for books and supplies must be separate from tuition and made payable to the client, or Iowa State University Book Store, Memorial Union Building, Ames, Iowa 50011. Room and board would need to be payable to the client.

Inquiries about financial aid can be made to the Financial Aid Office, room 12, Beardshear Hall, Ames, Iowa 50011, or telephone 515/294-2223.

### UNIVERSITY OF NORTHERN IOWA

Authorizations for tuition and fees, books and supplies, and maintenance are made to University of Northern Iowa, Financial Aid Office, ATTN: Evie Waack, Gilchrist 225, Cedar Falls, Iowa 50614-0024. Correspondence study tuition should be made payable to the Office of Continuing Education and Special Programs, Correspondence Study, University of Northern Iowa, Cedar Falls, Iowa 50614-0223.

Questions about financial aid should be directed to Evie Waack at the financial aid office, 319/273-2700.

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